

# Department of Retirement Systems

## JOB OPPORTUNITY

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**RECRUITMENT #L02016**

**Opens:** August 23, 2002

**Closes:** Open until further notice

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### **RETIREMENT SERVICES ANALYST 1 (13232)**

**\$2198 - \$2775 per month (Range 36)**

**LOCATION:** The register established by this recruitment will be used to fill future vacancies as they occur in Tumwater, Washington.

**DUTIES:** In the Department of Retirement Systems in an in-training capacity, learns to manage a caseload of retirement coverage for clients of the public employee retirement systems or the deferred compensation program. Participates in specialized on-the-job training.

This is the in-training level for this class series. Positions at this level work under close supervision for six to twelve months. During this period, incumbents gradually assume work of increasing complexity to include complete retirement or deferred compensation processes. Incumbents will automatically advance to the "2" level upon successful completion of the in-training plan.

**HOW TO APPLY:** Send a completed Washington State job application to:

Department of Retirement Systems  
Human Resources  
PO Box 48380  
Olympia, Washington 98504-8380

**WHO MAY APPLY:** This recruitment is open to anyone who meets the requirements. Note: Candidates currently on the register for recruitment # L01011 need not reapply as these registers will be merged.

**REQUIREMENTS:** A Bachelor's degree in a business related field.

**OR**

Four years of experience providing direct client services to customers in the areas of health, insurance, claims, disability, financial, unemployment or providing staff support duties in a retirement or Deferred Compensation program may substitute, year for year, for the required education.

**EXAMINATION PROCEDURE:** The examination is an evaluation of your experience and training. The test questions are printed below. We will mail your score to you, but we cannot tell you your ranking on the list of job applicants.

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**EXPERIENCE AND TRAINING EXAMINATION**

Instructions: Type or write your answers to these questions on additional sheets of paper, numbering your answers to correspond with each item listed. Place your name and social security number on each sheet of paper and attach the sheets to your completed application. Only answers that are completed per these instructions will be rated. Additional information will not be accepted after the closing date of this announcement.

1. Do you have a Bachelor's degree? If so, specify major, school, and date received.
2. Have you successfully completed any college courses in accounting or finance? For each such course, list title, number of quarter or semester credits earned, school, and year completed.

FOR EACH OF THE FOLLOWING ACTIVITIES (3 – 9) FOR WHICH YOU HAVE EXPERIENCE, LIST:

- Job Title
- Employer or organization
- A description of the specific duties YOU performed relevant to the activity, including the information requested in the questions below
- Dates and number of months you performed these duties

You must provide this information for each item to receive credit.

3. Working in accounting, auditing, finance, or insurance in a professional position. (Do not include experience as a bank teller or general sales experience.)
4. As a major portion of job duties, responding to customer questions or complaints in person or on the phone. Specify the percentage of job duties this activity comprised.
5. Giving formal educational or training presentations or workshops of at least one hour in length to groups of at least 10 persons. (*Formal* presentations are those that are planned, scheduled, and carefully prepared using a training plan.) List up to six examples. For each example, specify topic, size and type of group, and number of times you gave the presentation or workshop.
6. Designing and developing training curricula and materials for formal training presentations or workshops. Briefly describe up to two examples, each for a different presentation or workshop.
7. Creating a document using:
  - a. Word processing software
  - b. Spreadsheet or presentation softwareFor each kind of software you have used, specify name of software, the types of documents you created, and the number of months of use.

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8. Developing and writing organizational policies, procedures, or instructional materials. Briefly describe up to two of your most significant examples.
9. Serving as the leader of an organization (e.g., civic group, church board) or major committee (e.g., a process improvement team). Briefly describe your most significant example (post-school experience only). Include the scope of the organization or committee, its size, the number of times you met, and any major outcomes based on your leadership.

**Keep a copy of your application and these exam responses. You may be asked about them at the time of an interview.**

If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the [Applicant Profile data sheet](#). This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel.

The State of Washington is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam Era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in alternative format, may call the Human Resources Office at (360) 664-7065 or TTY (360) 586-5450.